

PRELIMINARY DRAFT OF AUGUST 21, 2024, MINUTES OF THE SUTTONS BAY BINGHAM DISTRICT LIBRARY BOARD OF TRUSTEES MEETING TO BE APPROVED AT THE NEXT REGULARLY SCHEDULED MEETING.

**SUTTONS BAY BINGHAM DISTRICT LIBRARY
BOARD OF TRUSTEES**

MEETING HELD IN THE LIBRARY MAIN FLOOR SEATING AREA IN PERSON. ZOOM IS AVAILABLE TO THE PUBLIC IN ACCORDANCE WITH THE OPEN MEETINGS ACT.

I. CALL TO ORDER AND ROLL CALL

President Sandy Boone called the meeting of the Suttons Bay Bingham District Library Board of Trustees to order on August 21, 2024, at 9:02 a.m.

Present: S. Boone, M.J. Cartwright, J. Coulter, B. Graves, T. Rieger
Also present: N. Danke, Library Director; J. Shannahan, Friends Representative
Quorum was present.

II. AGENDA CHANGES AND APPROVAL

Motion by S. Boone, second by T. Rieger to approve agenda as presented. Passed by show of hands.

III. PUBLIC COMMENTS – None

IV. SECRETARY'S REPORT

Amendments to the July 17, 2024, meeting:
Section VI C to read"Steve Stanton has set the dates of September 20 and October 2....."
Section VII B to read "Contact information was distributed. J. Coulter's and M.J. Cartwright's phone numbers were updated.
Section VIII C to read "N. Danke attended the Suttons Bay Village meeting and S. Boone attended the Suttons Bay Township meeting."

Motion by S. Boone, second by M.J. Cartwright to approve the minutes of the July 17, 2024, meeting as amended. Passed by show of hands.

V. TREASURER'S REPORT

During the month of July our financial balance decreased by \$14,956.71. There were no unusual or unexpected expenses. There were five electronic transfers, two to pay utility bills, two for health insurance, and one to cover federal payroll taxes. Checks 15531 to 15548 were

written to cover pending bills and Michigan quarterly payroll taxes. There were fourteen direct deposits made to cover payroll. We are well within our total budget for the year.

Motion by T. Rieger, second by B. Graves to approve the Treasurer's Report as presented.
Passed by show of hands.

VI. OLD BUSINESS

- A. Drinking fountain. No update. N. Danke asked for suggestions for possible contractors.
- B. Community room. Everything is now in place with the exception of art works.
- C. Five year strategic plan.

The committee was unable to attend the Suttons Bay sidewalk sale due to inclement weather. They will attend one farmers' market and possibly the August 29 school open house. The September 20 community meeting is currently scheduled on Suttons Bay School's Homecoming day so it will be rescheduled. The questionnaire is available online and paper copies available at the circulation desk until October 5. The committee hopes to have the information compiled by November.

VII. NEW BUSINESS

- A. New board member.

We are awaiting word on the appointment of Deon Vaughan as Suttons Bay Township representative.

- B. Board meeting day and time.

Discussion of various time and day options were discussed. The current schedule will remain in place, but all board members remain flexible should the need arise to make a change.

- C. Policies and procedures of Board of Trustees.

N. Danke, S. Boone, and T. Rieger will organize a schedule for the board's review of the policies and procedures.

VIII. REPORTS

- A. Director's report.

The library director's report is attached.

B. Friends of the Library

J. Shannahan reported average numbers from the book sale. Unsold books were donated to Goodwill, Samaritan's Closet, and Little Free Libraries. They are exploring ways to increase membership and participation.

C. Townships and Village reports – None

D. Chamber of Commerce report – In Director's Report

E. Board of Trustees comments.

M.J. Cartwright indicated the possibility of assuming the treasurer position when it becomes available.

IX. PUBLIC COMMENT – None

X. MOTION TO ADJOURN

Motion by S. Boone, second by J. Coulter to adjourn. Passed by show of hands. Meeting adjourned at 9:55 a.m.

Respectfully submitted,

Toddy Rieger, Secretary

Next regularly scheduled meeting is September 18, 2024, at 9:00 a.m. Quorum is required. Please contact Sandy Boone (231-409-0524) if unable to attend.

DIRECTOR'S REPORT: August 2024

Statistics

July 2024 circulation: 4501

SBBDL physical items: 2857

OverDrive digital items: 1379

MeLCat: borrowed 213, loaned 52

July 2024 new patrons: 61

July 2024 door count: 4074

July 2023 circulation: 3543

SBBDL physical items: 2225

OverDrive digital items: 1078

MeLCat: borrowed 176, loaned 64

July 2023 new patrons: 45

July 2023 door count: 3392

General Operations

-Raven C. has been hired as the new Library Page.

-4 applicants have been contacted to interview for the Circulation Clerk position. Autumn A. is assisting with interviews. I anticipate having a person hired to start in September, but the position will remain open until filled.

Sept 2: Closed for Labor Day

Strategic Plan

-We are now gathering public input. The Community Survey will be open until Oct 5. The Community Input sessions are scheduled for 4-5:30pm on Sept 20 (Homecoming?) and 10:30-12noon on Oct 3. A promotion plan is in place. Tabling times are 4:30-6pm Aug 29 and 9am-1pm on Sept 7 (Board volunteers?).

-Public input will be consolidated and presented at Nov Board meeting

Youth Services/Programming

-Meet Smokey Bear had 91 attendees

-190 kids signed up for the Summer Reading Adventure. This is a 43% increase from last year. 361 books were given away, 59 tickets to either a baseball game or sail were earned by participants and 17 attendees were at the free movie.

-Total attendance of 740 at all summer reading programs. This is a 31% increase from last year.

-Total cost of the summer reading program was just under \$2000 due to support from Friends, Ukulele Orchestra, TC Pit Spitters and Inland Seas.

"Children's programming, materials, outreach - we LOVE all that you do with this. Special thanks for the summer reading program, partnered with Inland Seas; our kids loved both the reading component (and stickers!), and learned a TON on the Inland Seas educational trip!" -survey comment

Thanks to our supporters and kudos to Martha T. for leading a hugely successful summer reading program!

Upcoming...

-Martha T. will be contacting local schools for make school visits, and provide library cards for students

Sept 10 - Nov 12: Preschool Story Time at 10:30am every Tuesday

Oct: Book or Treat

Family Fun

Oct 4

Nov 8

- Goal to reach out to homeschool families
- Erica C. is interested in working on teen programs

Adult Services/Programming

South Africa travelogue with Rebecca Carlson had 15 attendees

Upcoming...

August 21: Greece travelogue with Rebecca Carlson

August 28: Book Lover's Mixer

Sept 12: AI presentation with Dr. Lauckner

Sept 25: "Old Bones, Young Spirit" book talk with author John McShea

Oct 9: Elder Law with ShareCare

Oct 24: Zine workshop

Nov: Online newspaper archives with Kim Kelderhouse from Leelanau Historical Society

Tech Tuesdays

September: Interlibrary loans and more using the Michigan eLibrary (MeL)

October: iPhone Basics

November: Media & Information Literacy

BOOKENDs

Sept 12

Oct 10

Nov 14

- Autumn A. is interested in working on adult programs

Facilities

- Personal hygiene products, funded by the Friends of the Library, and a flyer listing local community resources are now available in the library bathrooms.
- Battery operated lights have been added in some low-light areas in the stacks

In progress...

- Community Room revamp is only waiting on new rug & artwork to be complete. Community volunteers Suzanne A., Linda G. and Sue G. will be choosing artwork to be purchased with Mary Ann Arvo memorial funds.
- Replacement for drinking fountains to be done with the remodel of bathrooms.

Local/Library Community

- Friends of the Library Annual Book Sale was August 3 & 4
- The Suttons Bay Bingham District Library's operating millage was restored to 0.5 mills and renewed

for the next 4 years. The overall approval rate was 74% with 68.74% approval (642 Yes, 292 No) from Bingham Township and 79.36% approval (742 Yes, 193 No) from Suttons Bay Township. Special thanks to the Love Your Library Committee for getting the word out about this ballot item before the August 6 election!

-The Anishinaabe cultural marker installation hit a snag: the plaques will not be delivered until late summer and the Village is anticipating late September as the earliest possible installation period.

-Nellie D. attended Meet & Greet with new SB Principals Reeve & Wadsworth in July

-Nellie D. attended NLC meeting on August 14: Due to an increase in the state budget for libraries, the NLC will have a larger budget starting in 2025, and will be able to offer more to the libraries it serves. From feedback from its membership, NLC will most likely add a paid MLA organizational membership, reduced cost movie licensing, and a small annual amount for each library to spend on summer reading supplies.

Upcoming

-Chamber is beginning holiday planning

-Autumn will attending Harbor Springs Festival of the Book in September

-Martha, Erica, Nellie & Autumn will be attending different days of MLA conference in October

Respectfully submitted by Danielle 'Nellie' Danke, August, 2024

